



EXECUTIVE COMMITTEE

August 31, 2026 @ 4:00 pm

CVRPC Office, 29 Main Street, Suite 4, Montpelier, VT 05602

Hybrid Meeting with Remote Participation via Zoom

<https://us02web.zoom.us/j/88230172343?pwd=ZiNySGM0aG1waElVRzMremVsamZ0Zz09>

Dial in via phone¹: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Page **AGENDA**

4:00² Confirmation of Meeting Recording

Adjustments to the Agenda

Public Comment

4:05 Accept Unaudited July Financial Report (*action - enclosed*)

2 **4:06 Accept Meeting Minutes – 08/3/26** (*action - enclosed*)

5 **4:10 Contract/Agreement Authorizations** (*Enclosed, Action*)

- **Lamoille County Conservation District** – Master Agreement for Clean Water Partner

- **Vermont Land Trust** – Master Agreement for Clean Water Partner

7 **4:20 Municipal Dues for FY 28** (*action - enclosed*)

11 **4:40 Schedule Special Meeting for 9/14/2026** (*action - enclosed*)

12 **4:50 Set Agenda for September Commission Meeting** (*action - enclosed*)

5:00 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation
(*Action - enclosed*)

5:20 Committee Round Table

5:25 Adjourn

Next Meeting: October 5, 2026

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised.

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact us at 802-229-1015 or cvrpc@cvregion.com at least 3 business days prior to the meeting for which services are requested.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
August 3, 2026 Meeting

Present:

☒ Peter Carbee	☐ Doug Greason	☒ Michael Gray
☒ Lee Cattaneo	☒ Royal DeLegge	☒ Janet Shatney
☒ Jerry D'Amico		

Staff: Christian Meyer, Barbara Petrie, Jeff Gibson, Brian Voigt, Keith Cubbon

Guests: None

Members of the Public: Stephen Whitaker, Montpelier Resident

Call to Order: Meeting recording was confirmed, and Chair Carbee called the meeting to order at 4:01 pm. Roll was taken and a quorum was established.

Adjustments to the Agenda: None

Public Comment: Steven Whitaker requested comment at this time. While they requested if further comment on other agenda items could be offered at a later time during the meeting, they were reminded by Chair that existing public participation rules would not allow it. Steven spoke about issues around the soil testing methodology for Country Club Road, arguing that the current averaging method is insufficient for food safety requirements and that a proper work plan is needed before approval. He provided written memos with documentation on both topics he brought up for discussion for inclusion in these minutes – see attached.

Accept Unaudited June Financial Report – Jeff Gibson Jeff presented June financials. The organization maintains a strong financial position, though concerns were raised about accounts receivable balances over 90 days Jeff and Christian reported these are being addressed via reconciliations and cleaning up state receivables. Chair Carbee expressed issues around the A/R aging schedule and addressing billing in a timely fashion. There was further discussion on miscellaneous budget items such as office occupancy, interest expense, copier lease and the like. Christian offered that answers to some of these queries would be forthcoming as time with Jeff and Ahsan Ijaz for further explanation and learning would become available.

*Chair Carbee called for a motion to accept the 2025 Unaudited June Financial Reports which was made by Commissioner D'Amico and seconded by Commissioner Gray. **Motion passed unanimously.***

Accept Meeting Minutes – 7/6/2026: Commissioner D'Amico noted the misspelling of Ahsan's name in the minutes. *Chair Carbee called for a motion to accept the minutes of 7/6/2026 as amended. Commissioner Cattaneo made the motion, seconded by Commissioner Gray. **Motion passed unanimously.***

Contract Agreement/Authorizations – Friends of Winooski River – Tyler Place Tributary Riparian Buffer Planting: Brian explained that this is a continuation of a riparian buffer planning project that CVRPC funded earlier this year. This part of the award would support the

1 hiring of an individual to verify the project was installed as planned, allowing for proper
2 operations and maintenance.

3 *Chair Carbee called for a motion to authorize the Executive Director to sign an amendment to*
4 *the master agreement with the Friends of the Winooski River. The motion was made by*
5 *Commissioner Cattaneo and seconded by Commissioner Shatney. **Motion passed unanimously.***

6 Commissioner D'Amico noted that the item "**Amend Rules of Meeting Conduct and Public**
7 **Participation**" on the agenda had been skipped over. This was acknowledged, and it was
8 decided to finish off the **Contract/Agreement Authorizations** and come back to the skipped-
9 over item once completed with Contracts.

10 **Watershed Consulting:** Brian summarized this as a subcontract to complete a preliminary
11 design for the Lower Fairgrounds Floodplain Restoration project in Waitsfield. He shared that
12 money for this project is also coming out of the Clean Water Service Provider Grant pot of
13 funds. *Chair Carbee called for a motion to accept. The motion was made by Commissioner*
14 *Shatney and seconded by Commissioner Gray. **Motion passed unanimously.***

15 **Friends of Winooski River – RIVER Navigator Public Outreach and Education:** Keith
16 summarized this as mainly as a public engagement piece, extending the VT Community
17 Development Program grant we've already received, further setting up and managing the
18 greater Winooski flood meetings. *Chair Carbee called for a motion to authorize the Executive*
19 *Director to sign the contract with the Friends of the Winooski River. The motion was made by*
20 *Commissioner D'Amico and seconded by Commissioner Shatney. **Motion passed unanimously.***

21 **University of Vermont - RIVER Navigator Public Outreach and Education:** Keith explained that
22 this is also for the River Navigator, however, this is for Rebecca Deal of UVM to do a more
23 flood-focused model. It will fund a grad student to do a deep dive with that model and present
24 academic level answers relative to drainage and mitigating flood risk. This will be primarily
25 funded by VCBP. *Chair Carbee called for a motion to authorize the Executive Director to sign the*
26 *contract, moved by Commissioner Shatney and seconded by Commissioner Gray.*

27 Commissioner Cattaneo had a question regarding how this relates to all the dam removal
28 models and Commissioner Shatney asked again about the oversight of the grad student. Keith
29 reiterated information about Professor Deal overseeing the project, with the grad student
30 being under their supervision throughout the process. There was no further discussion.

31 ***Motion passed unanimously.***

32 **Amend Rules of Meeting Conduct and Public Participation:** Commissioner D'Amico, as the
33 Chair of the working group for this item, presented that in their July meeting, based on a vote
34 of 3:2, altered the policy to allow for public comment on each item on the agenda, in addition
35 to and open to any topics relevant to the business of the Commission or the committee. There
36 were questions about this change, for example time limits which Commissioner D'Amico shared
37 would be up to three minutes to comment and at the discretion of the Chair.

38 Commissioner D'Amico requested adding some wordsmithing changes which were shared at
39 this meeting, mainly grammatical and which would be made and offered for review to
40 Commissioner D'Amico, prior to presentation to the full Board for approval.

1 *Chair Carbee called for a motion to accept the amendment to the Rules of Meeting Conduct and*
2 *Public Participation as of the draft of the 7/20/2026 with the edits of the workgroup's chair.*
3 *The motion was made by Commissioner DeLegge and seconded by Commissioner Shatney.*

4 Commissioner Cattaneo corrected the motion as "a motion to amend" rather than to accept" as
5 they have already been accepted. Those making the motions acknowledged this. It was
6 confirmed that this would go into effect following this meeting but would have to go before the
7 full board in September.

8 There was no further discussion, but there was one in opposition when asked all those in favor,
9 forcing a roll call. Results were as follows:

10
11 *Motion to Amend Rules of Meeting Conduct and Public Participation as of the draft of the*
12 *7/20/2026 with the edits of the Workgroup's Chair.*

13 *Yes: Barre City, Northfield, Orange, Roxbury, Woodbury*

14 *No: Washington*

15 *Absent: Waterbury*

16 ***Motion to amend passed.***

17 **Adopt Brownfields Program of Projects:** Christian presented a new process of Brownfields
18 programs of projects. *Chair Carbee called for a motion to adopt the Brownfields program of*
19 *projects. The motion was made by Commissioner Shatney and seconded by Commissioner Gray.*
20 ***Motion passed unanimously.***

21 **Set Commission Meeting Agenda:** *Chair Carbee called for a motion to cancel August Board of*
22 *Commissioners meeting; made by Commissioner Shatney and seconded by Commissioner*
23 *D'Amico. Motion passed unanimously.*

24 **Committee Round Table: Commissioner:** None

25 **Adjournment:** *Chair Carbee called for a motion to adjourn; made by Commissioner DeLegge,*
26 *seconded by Commissioner Shatney. Meeting adjourned at 4:52 pm.*

27
28 Respectfully submitted,

29 Barbara Petrie, Office Manager



MEMO

Date: August 31, 2026
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

(Contracts and agreements valued at more than \$25,000)

****Please note that there is a numbered index of all contracts on the website along with the meeting packet**

N/A

CONTRACTS ISSUED

(Contracts and agreements valued at more than \$25,000)

Master Agreement for Clean Water Partners – Lamoille County Conservation District & Vermont Land Trust

⊗ ACTION REQUESTED: Authorize the Executive Director to sign Master Agreements with the Lamoille County Conservation District and the Vermont Land Trust for project management services to facilitate water quality improvements as envisioned by [Act 76, the Clean Water Service Delivery Act](#).

Scope of Work: Provide project management services to the CVRPC in its role as the Clean Water Service Provider for the Winooski River Basin overseeing the identification, development, engineering, design and construction, operation, maintenance and inspection of non-regulatory, phosphorous reduction projects.

Funding: Contract Amount: Unknown. Task specific contract addendums will vary in value, and one or more municipalities or organizations may be assigned multiple tasks. Therefore, the final Master Agreement values may range considerably. Staff anticipates task values will range from \$5,000 - \$150,000 on average with 0 – 2 contracts issued per year.

Funding Source: State of Vermont Department of Environmental Conservation.

Term: 5 June 2026 – 4 June 2029

Staff: Brian Voigt (primary), Lincoln Frasca, Christian Meyer

Note: These Master Agreements pre-qualify municipalities and organizations to serve as Clean Water Partners aiding CVRPC in its effort to achieve its phosphorous-reduction targets per the contract with the Department of Environmental Conservation. Per the Rule, the pre-qualification period lasts for three years. CVRPC will open the pre-qualification process at least once per year.

FOR INFORMATION ONLY

(Contracts, agreements, and amendments valued at \$25,000 or amendments that do not impact contract value).

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

N/A

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

N/A



MEMO

Date: August 31, 2026
To: Executive Committee
From: Christian Meyer, Executive Director
Re: FY28 Municipal Dues

✉ ACTION REQUESTED: Recommend a per-capita dues structure to the Board of Commissioners for Fiscal Year 2028

Municipal dues are a critical part of how CVRPC funds its operations, matches other grants, provides professional staff development, and maintains its offices space. As such, dues are essential to ensuring municipalities can rely on our services and reach into our staff pool for support. CVRPC's FY 27 budget leverages \$92,870 in local dollars for \$3.1-million in services from CVRPC. Municipal dues are one of only two flexible sources of funds that the CVRPC receives, the other being the regional planning funds provided by the Vermont Legislature.

The current assessment rate of \$1.42 was set for FY27 and was an increase from the previous \$1.38 rate set for FY26.

How are municipal dues used?

Municipal dues are used to match grants, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of a professional staff. State officials and legislators look to municipal assessments (the rate and the overall participation by municipalities) as one indicator of a regional planning commission's success.

How was the recommended rate developed?

The Executive Director assesses potential budgetary needs. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, inflationary pressures on operating costs, and potential future needs of the Commission.

Wages and benefits are CVRPC's primary cost followed by consultant costs. The cost of each of these categories has increased in recent years, as is captured by the Employment Cost Index (ECI), for which the Bureau of Labor Statistics reports a 3.8% increase. Additionally, major pieces of our IT platform have been

replaced and additional investments are being made in our office space to accommodate a larger staff. While CVRPC has successfully trimmed many of our operating costs in the FY27 budget, key line items such as office occupancy, continue to creep up.

Three levels of increase are being proposed: (1) Maintain the current FY27 rate, (2) an increase by the national Employment Cost Index, or (3) an increase by the national Consumer Price Index.

Per Section 403 of the CVRPC Bylaws, the Executive Committee shall Recommend a schedule and rate for membership dues to the Board of Commissioners.

How will the dues change for my municipality?

Municipality	2020 US Census	FY 27 Dues at \$1.42	Maintain FY 28 Dues at \$1.42	Increase ECI* 3.8% FY 28 Dues at \$1.47	Increase CPI** 3.5% FY 28 Dues at \$1.47	\$ Change
Barre City	8,491	\$12,057.22	\$12,057.22	\$12,515.39	\$12,482.96	\$425.74
Barre Town	7,923	\$11,250.66	\$11,250.66	\$11,678.19	\$11,647.92	\$397.26
Berlin	2,849	\$4,045.58	\$4,045.58	\$4,199.31	\$4,188.43	\$142.85
Cabot	1,443	\$2,049.06	\$2,049.06	\$2,126.92	\$2,121.41	\$72.35
Calais	1,661	\$2,358.62	\$2,358.62	\$2,448.25	\$2,441.90	\$83.28
Duxbury	1,413	\$2,006.46	\$2,006.46	\$2,082.71	\$2,077.31	\$70.85
East Montpelier	2,598	\$3,689.16	\$3,689.16	\$3,829.35	\$3,819.42	\$130.26
Fayston	1,364	\$1,936.88	\$1,936.88	\$2,010.48	\$2,005.27	\$68.39
Marshfield	1,583	\$2,247.86	\$2,247.86	\$2,333.28	\$2,327.23	\$79.37
Middlesex	1,779	\$2,526.18	\$2,526.18	\$2,622.17	\$2,615.38	\$89.20
Montpelier	8,074	\$11,465.08	\$11,465.08	\$11,900.75	\$11,869.91	\$404.83
Moretown	1,753	\$2,489.26	\$2,489.26	\$2,583.85	\$2,577.16	\$87.90
Northfield	5,918	\$8,403.56	\$8,403.56	\$8,722.90	\$8,700.29	\$296.73
Orange	1,048	\$1,488.16	\$1,488.16	\$1,544.71	\$1,540.71	\$52.55
Plainfield	1,236	\$1,755.12	\$1,755.12	\$1,821.81	\$1,817.09	\$61.97
Roxbury	678	\$962.76	\$962.76	\$999.34	\$996.76	\$34.00
Waitsfield	1,844	\$2,618.48	\$2,618.48	\$2,717.98	\$2,710.94	\$92.46
Warren	1,977	\$2,807.34	\$2,807.34	\$2,914.02	\$2,906.47	\$99.13
Washington	1,032	\$1,465.44	\$1,465.44	\$1,521.13	\$1,517.18	\$51.74
Waterbury	5,331	\$7,570.02	\$7,570.02	\$7,857.68	\$7,837.32	\$267.30
Williamstown	3,515	\$4,991.30	\$4,991.30	\$5,180.97	\$5,167.54	\$176.24
Woodbury	928	\$1,317.76	\$1,317.76	\$1,367.83	\$1,364.29	\$46.53
Worcester	964	\$1,368.88	\$1,368.88	\$1,420.90	\$1,417.22	\$48.34
Region	65,402	\$92,870.84	\$92,870.84	\$96,399.93	\$96,150.11	\$3,279.27

* The **Employment Cost Index (ECI)** measures the change in the hourly labor cost to employers over time. The ECI uses a fixed “basket” of labor to produce a pure cost change, free from the effects of workers moving between occupations and industries and includes both the cost of wages and salaries and the cost of benefits.

** The **Consumer Price Index (CPI)** is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. Indexes are available for the U.S. and various geographic areas. Average price data for select utility, automotive fuel, and food items are also available.

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's dues compare to other RPCs. The data is sorted by Per Capita Equivalent to assist with comparisons.

RPC	Population	\$ Raised from Dues	Budget	# of Municipalities	Dues as % of Total Budget	Calculation Method	Estimated Per Capita Equivalent	Notes
Bennington	35,337	\$104,383		17	6.60%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.95	FY26 rate
Windham	45,044	\$137,231	\$2,015,580	27	6.81%	Per capita - minimum \$250	\$3.05	FY26 rate
TRORC	57,116	\$98,811	\$2,917,012	30	3.39%	Per capita	\$1.73	FY26 rate
Chittenden	168,323	\$262,943	\$7,918,699	18	3.32%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.56	FY27 rate
Mt Ascutney	24,711	\$35,550	\$1,954,871	10	1.82%	Per capita	\$1.44	FY27 rate
Addison	33,517	\$45,000	\$2,547,038	21	1.77%	Per capita, minus group quarters	\$1.34	FY27 rate
Central	65,402	\$92,692	\$3,130,882	23	2.96%	Per capita	\$1.42	FY27 rate
Northwest	57,239	\$68,389	\$3,693,171	22	1.85%	Per capita; annual change based on employer cost price index	\$1.19	FY25 rate
Lamoille	24,475	\$25,000	\$2,251,771	10	1.11%	Pro-rated 60/40, most recent Census population and equalized grand list value; towns only, not villages	\$1.02	FY 27
NVDA	62,438	\$52,270	\$3,003,562	50	1.74%	Minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.84	FY25 rate
Rutland	61,642	\$60,068	\$2,621,933	27	2.29%	Per capita	\$0.97	FY25 rate



MEMO

Date: August 31, 2026
To: Executive Committee
From: Christian Meyer, Executive Director
Re: September 14, 2026 Special meeting of the Executive Committee

✉ ACTION REQUESTED: Move to schedule a special meeting of the CVRPC Executive Committee for September 14 at 6:30PM

Due to a clerical error, CVRPC was unable to properly warn the September 8 hearing of the 2026 Regional Plan to coincide with the Board of Commissioners meeting. Staff have rewarned the hearing for September 14th at 6:30 PM. Staff is requesting that the Executive Committee call a special meeting for September 14, at 6:30pm to open the hearing and receive public comment on the record.



BOARD OF COMMISSIONERS

September 08, 2026 @ 6:30 pm

Physical Location - 29 Main Street, Suite 4, Montpelier, VT

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/85150829119?pwd=0rYHb46Levd0bOHF4pgzJWpaWswNMT.1>

Dial in via phone: 1-929-436-2866 • Meeting ID: 851 5082 9119 • Passcode: 517796

AGENDA

6:30 MEETING OPENING

Introductions/Roll Call/Confirmation of Meeting Recording

Adjustments to the Agenda

Public Comments *(Please aim to limit comments to 3 minutes)*

PUBLIC HEARING: CENTRAL VERMONT DRAFT 2026 REGIONAL PLAN

The Central Vermont Regional Planning Commission will host formal public hearings to receive comments on the draft 2026 Central Vermont Regional Plan on Tuesday, September 8th and Monday, September 14th. All written or oral comments received at the 9/8 hearing will be entered into the record of the 9/14 hearing.

A complete notice of the meeting, with links to all related documents including the draft plan, can be found here: <https://centralvtplanning.org/2026-regional-plan-first-public-hearings/> All are invited to attend and comment on the proposed Plan. For additional information, please contact Lorraine Banbury, banbury@cvregion.com

7:00 LURB-Regional Plan approval process *(discussion)*

7:15 Comments and Changes to CVRPC 2026 Regional Plan *(Presentation - Discussion)*

6:45 Change Date of October Board Meeting *(action – enclosed)*

7:45 Accept Meeting Minutes – 7/14/2026 *(action – enclosed)*

¹ Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged to contact us at 802-229-1015 or cvrpc@cvregion.com at least 3 business days prior to the meeting for which services are requested.

AGENDA

- 7:25** **Updates: Rules of Meeting Conduct** (*enclosed*)
- 7:00** **Accept Committee and Staff Reports (June)** (*action - enclosed*)
- 7:40** **Commissioner Roundtable**
- 7:45** **Adjourn**

Proposed Next Meeting: October 15(*see agenda item above*)

CVRPC aims to conduct meetings in a respectful, orderly, and productive manner. The purpose of this meeting is for the public body to complete its work as outlined in the meeting agenda. All members of the public will be given an opportunity to comment during the public comment period on matters being considered by the public body at this meeting. However, meetings are not debates. The Chair of this public body is charged with running this meeting and all statements and questions will be directed to the Chair once a speaker is recognized.

Respondents from the public body and staff will try to answer any questions of a factual nature.